




Before and After School Program ONLINE SYSTEM GUIDE

Registration

1. Browse to <https://prafterschool.apps.columbusga.gov>
2. If you already have an account click "Sign In" and skip to step (7), if you need to create an account choose "Get Started"
3. Choose whether use your Facebook or Gmail account to use to sign into the system.
Please make a note of which you choose.
4. Enter your credentials

 Sign in with Google

Sign in

to continue to [b2clogin.com](#)

Email or phone

eyemajanedoe@gmail.com|

[Forgot email?](#)

To continue, Google will share your name, email address, language preference, and profile picture with [b2clogin.com](#).

[Create account](#)

Next

5. Click the “Register Household” link to enter your information

Important Covid-19 Update

2020 Summer Camp Canceled

This pandemic has created some unprecedented challenges for our Department and line of work and we h

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Important COVID-19 Update

After School Closed & Spring Break Camp Canceled

Please be advised that due to the public health emergency declared by Governor Brian Kemp, Muscogee

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An Urgent Notice About Payments

Greetings Parents, This is just a reminder that care payments are due weekly. Site Supervisors may

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Welcome!

Parent Handbook – PLEASE SIGN & RETURN TO SITE SUPERVISOR

Greetings! We want to thank you for choosing Columbus Parks & Recreation as your After School Prov

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More News Items

Register Household

6. Enter your information and make sure to upload Income Verification (**You will not be able to register your child without uploading an Income Verification document**). If you are a Columbus Consolidated Government employee, please also upload proof of employment with the city. Make sure to click “Save” to save your information.

Household Registration [Save](#) [Close](#)

Note: Add additional household members to this account by clicking **Add To My Household** button. The primary address listed should be that of the account holder/sponsor. Annual household income must be verified by attaching the Households 1040 forms or Wage Inquiries. All fields are required unless otherwise indicated by the *(optional)* label.

City of Columbus employees are eligible for a 20% discount and a waiver of registration fee. Proof of employment with the City of Columbus (photocopy of ID card) must be uploaded to receive discount.

Your Information

First Name:	Last Name:	Date of Birth:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	Home Phone:	Mobile Phone: (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
	No spaces	No Spaces
Drivers License Number:	Drivers License State:	Expiration Date:
<input type="text"/>	Select state... ▾	<input type="text"/>
Employer:	Employment Address:	Employment Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>
		No Spaces

7. If you have already added your child’s information in previous years skip to step (9). If you need to add a child click “My Children” then “Add Child”
8. Enter your child’s information and then click “Save”
9. Repeat steps 9 and 10 for each child you need to register. Click “Request Care”

More News Items

My Household

[Update](#)

[My Children](#)

[My Requests](#)

[My Summer Activities](#)

[Request Care](#)

[My Billing History](#)

10. Select child’s name and program type. The location drop down will automatically populate with all available options for the selected program type. Select the location and click “Submit”

Request for Care

Request care for one child at a time.

School Year:

* 2020 - 2021

Children:

	Name	Age
<input type="radio"/>	Facebook Child	6
<input checked="" type="radio"/>	Another Child	3

Program Type:

After

Location:

Populated when program type is selected.

JD Davis Elementary School

Comments:

11. You will be redirected to a page showing your “Active Requests”, requests from previous years can be seen by clicking the “Request History” tab. You can edit any requests with a status of “Pending” by clicking the paper and pencil icon. If you need to cancel the request click the “x” icon.

My Requests

Active Requests [Request History](#)


Care requests highlighted in **blue** indicate active enrollments for your household.





Action Legend

 Display Request

 Edit/Update Request

 Cancel Request

 Register for summer activities

School Year	Child's Name	Age	Program Location	Care Option	Status	Action
2020 - 2021	Facebook Child	6	Dimon Elementary School	After	Active	 
2020 - 2021	Another Child	3	JD Davis Elementary School	After	Pending	 

12. You will receive an email notification once your request has been processed.

Online Payments

1. Log into the system and navigate to "My Billing History".
2. There are 3 types of bills issued Care, Registration and Misc. Each as a tab on this page. To pay bills click the check box to all the bills you wish to pay and click "Check out". You can select bills from multiple tabs.

My Bills

Check out Close

To make an electronic payment click the **checkbox** next to all the bills you would like to pay and then click the Checkout button. You can select bills from both Registration Bills and Care Bills tabs.

Payment Due

Paid

Refunded

Care Bills

Registration Bills

Misc Bills

Types of Bills

Pay	Billing No.	Billing Date	Status	Location	Care Type	School Year	Child	Amount	Credit Amount Applied	Amount Paid	Balance Due
<input checked="" type="checkbox"/>	PMAY200902026827	9/02/2020		Dimon Elementary School	After	2020 - 2021	Facebook Child	\$25.00	\$0.00	\$0.00	\$25.00

Select all the bills to pay

3. You will see a summary of all charges. Enter your Credit card information and click the "Pay" button. **PLEASE ONLY CLICK THE BUTTON ONCE AND DO NOT HIT THE BACK BUTTON TO PREVENT DUPLICATE CHARGES.**

Check Out

VISA

MasterCard

AMERICAN EXPRESS

DISCOVER

Please review before click Pay button

No.	Billing Date	Bill Type	Billing Period	Participant	Location	Care Type	Billed Amount	Late Fee
PMAY200902026827	9/02/2020	Registration		Facebook Child	Dimon Elementary School	After	\$25.00	

	Billed Amount	Late Fee(s)	Total
SubTotal(s)	\$25.00	\$0.00	\$25.00
Convenience Fee:			\$0.00
Grand Total:			\$25.00

Card Type:

Name on Card:

Card Number:

Expiration:

CVV:

Please only click the Pay button once to avoid being charged multiple times.

Pay \$25.00

For additional troubleshooting, please contact afterschoolsupport@columbusga.org. If you have received an error message be sure to include a screenshot in your email.